



**PROJECT INFORMATION**

Project Title : \_\_\_\_\_

Brief Description of Project (25 words max): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amount Requested to Support Project: \_\_\_\_\_

Date of Project Completion (*between April 1, 2017 – April 1, 2018 for ALL applicants*):

\_\_\_\_\_

**From the list below, check the Program Goals that this project will address:**

- Integrate the arts into the urban environment, creating a sense of place and purpose, and promoting tourism and commerce
- Increase the availability of publicly accessible projects in the arts
- Encourage emerging artists and art forms
- Preserve and commemorate local and multicultural traditions and histories
- Enrich the lives of Urbana residents and visitors
- Increase opportunities for residents to engage in the arts in its many forms
- Represent the community in its diversity
- Encourage partnerships among artists, performers, businesses, organizations, and agencies

**Is this project intended to reach a population that has been underserved by arts programming in our community? If so, please describe your target audience.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**List the locations and addresses involved in public components of the project (e.g., location of displays, workshops, performances, installations, etc.). Must include locations within the City of Urbana. Please note that Champaign and Urbana are separate cities:**

Location and Address	Proposed Use

**Schedule of Key Project Activity Dates (including set-up and installation or performance dates):**

Activity	Date

**PROJECT EXPENDITURES**

Complete the following table to provide a list of costs involved in the project. (*Operating costs and the purchase of non-consumable materials, such as computers, software, cameras, power tools, instruments, etc., will not be considered to be eligible City expenses. These costs can, however, be considered as matching funds or in-kind donations.*)

<b>A: Personnel (Project Related)</b>	<b>Amount Requested from City</b>	<b>Matching Funds</b>	<b>In-Kind Donations</b>	<b>Total</b>	<b>Expenditure Notes (if applicable)</b>
Artistic					
Administration					
Technical					
Other					
<b>Total Personnel Expenditures</b>					
<b>B: Implementation (Cost of Project)</b>					
Supplies/Materials					
Promotion/Printing					
Postage					
Artistic Services					
Other Professional Services					
Space/Equipment Rental					
Travel/Transportation					
Other					
<b>Total Implementation Expenditures</b>					
<b>Total Expenditures (A+B)</b>					

## ADDITIONAL MATERIALS CHECKLIST

To complete this application, return one hard or soft copy of each of the required additional materials for the category for which you are applying, as well as one copy of the application form and work samples. Do not exceed word limits.

### INDIVIDUAL and GROUP

- Artist Bios (200 words)
- Proof of Urbana Residency (optional): ONE copy of one of the following: a) photo ID with proof of current address, b) current utility bill, or c) signed lease agreement.
- Description of Proposed Project: Provide a full description, including how the project addresses the Arts Grant Program Goals you identified in the application. (500 words)
- Promotions and Marketing Plan: Describe how you will promote the event to Urbana residents, regional and/or national visitors. Include the estimated attendance. (300 words)
- Description of Project Partners (if applicable): Describe your history and relationship with any additional organizations or individuals involved with your project. (300 words)
- Work Samples (see work samples description)
- Index of Work Samples (see work samples description)

### NONPROFIT ORGANIZATION

- Overview of Applicant: Describe your mission and history. If applicable, include brief artist/key individual bios. (500 words)
- Evidence of current 501(c)(3) status
- Description of Proposed Project: Provide a full description, including how the project addresses the Arts Grant Program Goals you identified in the application. (500 words)
- Promotions and Marketing Plan: Describe how you will promote the event to Urbana residents, regional and/or national visitors. Include the estimated attendance. (300 words)
- Description of Project Partners (if applicable): Describe your history and relationship with any additional organizations or individuals involved with your project. (300 words)
- Work Samples (see work samples description)
- Index of Work Samples (see work samples description)

### URBANA FESTIVAL

- Overview of Applicant: Describe your mission and history. If applicable, include brief artist/key individual bios. (500 words)
- Description of Proposed Festival: Provide a full description, including how the project addresses the Arts Grant Program Goals you identified in the application. (500 words)
- Promotions and Marketing Plan: Describe how you will promote the event to Urbana residents, regional and/or national visitors. Include the estimated attendance and your methodology for calculating that number. (300 words)
- Description of Project Partners (if applicable): Describe your history and relationship with any additional organizations or individuals involved with your project. (300 words)
- Work Samples (see work samples description)
- Index of Work Samples (see work samples description)
- Evidence of communications with Urbana Public Works regarding a Special Event or Parade Permit Application for your project, if applicable. Additional information can be found online at <http://urbanaininois.us/departments/public-works/special-events>

## WORK SAMPLES

### Description

Select the medium that best displays you or your organization's experience and qualifications relevant to the success of the proposed project. Send work samples by e-mail (with the exception of video work) or as digital files on a CD or DVD. Clearly label all work samples in the following way: "**lastname\_firstname\_01.jpg**", with the last number corresponding to the image number listed on the index of work samples.

**DO NOT SEND ORIGINAL ARTWORK. NO MORE THAN 8 WORK SAMPLES TOTAL IN ANY COMBINATION (IMAGE, AUDIO, VIDEO, MANUSCRIPT) WILL BE REVIEWED.**

File specifications:

- A.** Digital images: Each JPEG file should be no larger than 1920 x 1920 pixels at 72 dpi. Do not send original artwork.
- B.** Audio works: Each submitted work should be no longer than 5 minutes in duration. Audio files should be submitted in MP3 file format or uploaded to a site such as SoundCloud or Dropbox.
- C.** Video works: Each submitted work should be no longer than 5 minutes in duration. Upload video work samples to a site such as YouTube or Vimeo, and include links in the Index of Work Samples.
- D.** Manuscript Samples: Only one 5-page maximum sample will be reviewed for scripts, poetry, prose, etc. Sample must be in PDF format.

### Index of Work Samples

Attach a PDF document to your e-mail application as a guide to the work samples submitted. If you are not submitting your application digitally, include the Index of Work Samples as a hard copy or as a PDF on your CD or DVD.

- Artist name or organization name
- Title of work or event
- Medium
- Date of work/activity
- Dimensions or duration (if applicable)
- Site (if applicable)
- Link (if using a site such as Youtube or Vimeo to present audio or video sample)

**HOW TO SUBMIT**

All application materials must be received by 5:00 PM CST on February 6<sup>th</sup>, 2017. Send the completed application form and all of the required additional materials to [artsgrant@urbanaininois.us](mailto:artsgrant@urbanaininois.us). Alternatively, a hard copy may be mailed or delivered to:

Public Arts Coordinator  
City of Urbana Community Development Services  
400 S. Vine Street  
Urbana, IL 61801

**CERTIFICATION**

I, the undersigned, certify that all information provided herein is true and accurate to the best of my knowledge. I further certify that I have completed and attached to this application all documentation required as part of this application.

\_\_\_\_\_  
Applicant name (print or type)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature